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Special Information

16 March 1953

MEMORANDUM FOR: Deputy Director (Plans)
Deputy Director (Intelligence)
Deputy Director (Administration)
All Assistant Directors and Office Heads

ATTENTION: Mr. Walter Reid Wolf

SUBJECT: Procedure for Reporting Recommendations of the
Professional Selection Panel

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REFERENCE: CIA Notice []

1. Reference Notice stated that the Professional Selection Panel would make "recommendations to the appropriate authority for the disposition of each case" which had been submitted for its consideration.

2. The Assistant Director (Personnel) is the executive agent of the Director in appointment actions. The CIA Career Service Board has decided, therefore, that the method that will be used by the Panel in reporting its recommendations will be as follows:

a. The Panel will send the original and one copy of its recommendation to the Assistant Director (Personnel) with a copy to the Chairman of the CIA Career Service Board and a copy to the Head of the Office or Senior Staff concerned, through the appropriate Deputy Director.

b. The Executive Secretary will be responsible for delivery, by hand, to the offices of the Assistant Director (Personnel), the Chairman of the CIA Career Service Board and the Deputy Director concerned. The offices of the persons mentioned above will be responsible for any further distribution.

3. When the Panel's recommendation is adverse, the Assistant Director (Personnel) will consult with the Head of the Office or Senior Staff concerned before taking further action on the case.

4. The Assistant Director (Personnel) will inform the Panel of the action that is finally taken on the case.

FOR THE CIA CAREER SERVICE BOARD:

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Distributions:

Members, CIA Career Service Board
Members, Professional Selection Panel
Assistant Directors
Office Heads and Chiefs of Senior Staffs

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Executive Secretary

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